

1. Application Date 9-17-75	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DPH-45		Date Received	Application No. SEP 18 1975 73-286-A
3. Agency, Division, Subdivision & Administering Office Address Department of Human Resources Division of Physical Health Environmental Health Section General Sanitation Unit Atlanta, Ga. 30334		4. Person to Contact Russell Hall	
		5. Working Title Director	6. Tel. No. 656-4871

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1972 - Present	9. Exact Series Title To Amend 73-286, 73-287, 73-288 Water Impoundment Permit Files
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10. What is the function of the office in which this record series is created?

The Division of Physical Health is responsible for the administration, direction and coordination of the Physical Health programs throughout the State. Included are: the establishment of health standards for business, housing, field operations and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding, certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State.

General Sanitation Unit - has the responsibility to administer State-wide programs to protect the individuals of the community from environmental hazards and diseases associated with food service establishments, tourist accommodations, and recreational areas including swimming pools, water impoundments, and insects and rodents; and to support district and county environmental units in their program activities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the issuance of permits governing the impoundment of water in the State of Georgia, signifying compliance on date of issue with the Rules and Regulations of Ga. Dept. of Human Resources governing Mosquito Control and other measures on impounded waters.

Included are DHR Water Impoundment Permit Form (DPH/EHS(1)-3) identifying date issued, permit number, owner of land, number of acres, location of water and authorizing signatures.

Files are arranged alphabetically by county, thereunder by number of permit.

ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION				No. of Drawers	Cu. Ft. of Records		
	Letter-size File Drawers	2	3	1				1	1.5		
	Legal-size File Drawers			Floor Space Occupied (Square Feet)				In Office(s)	In Storage Area(s)		
				AVERAGE DAILY REFERENCES				This Year's	Last Year's	Preceding Year's	All Prior Years'
								10	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ [ ]
15. Copy of permit is issued to owner of land.  
Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]  
Permit is valid until suspended or revoked.
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS: The following requires the files to be kept 5 years:

a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [x] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Based on previous reference experience the General Sanitation Unit needs these records for 5 years. Permits issued on 1-time basis

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ [x] CALENDAR YEAR    - ☐ [ ] FISCAL YEAR    - ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [x] Hold in the current files area \_\_\_\_\_ month(s)/ 2 year(s):
- ☒ [x] Transfer to ☒ [x] State Records Center ☐ [ ] Local Holding Area; hold 3 year(s):
- ☒ [x] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<u>William McDonald DHR Rm</u>	<u>9-17-75</u>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<u>Russell J. Hall</u>	<u>17 Sept. 75</u>
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<u>William M. Higon</u>	<u>9-23-75</u>
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<u>Conall Hart</u>	<u>9-22-75</u>
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<u>Robert J. Hall</u>	<u>9-24-75</u>

STATE RECORDS  
COMMITTEE